



## NOTICE OF VACANCY

**Title:** Cashier  
**Department:** Utilities  
**Reports to:** Cashiering Supervisor

**Salary:** \$21,120.01  
**Overtime:** Non-exempt  
**Closing Date:** 02/13/2009  
**Job Grade:** 38

**GENERAL SUMMARY:** Provides clerical and cashier support within the guidelines of Augusta-Richmond County codes and ordinances, departmental rules and regulations, and instructions from the supervisor. Reports to the Cashiering Supervisor or other designated person and works with co-workers and the public to provide administrative support.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Operates and balances cash drawer, makes change and issues receipts, and processes payments from the night depository.
2. Maintains proficiency in cashiering module of CIS billing software.
3. Directs customers to service counter for account information.
4. Processes incoming mail.
5. Initiate bank deposit slips.
6. Runs checks through endorsing/scanning machine and produces duplicate receipts upon request.
7. Serves as a resource to subordinate personnel.

### REQUIREMENTS

**Education:** High School diploma, trade school, or equivalent level of education.

**Experience:** 1-2 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

#### Knowledge/Skills/Abilities:

- Considerable knowledge of customer service skills.
- Considerable computer skills and calculator skills by touch.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to utility billing.
- Proficiency in handling large sums of money, preparing reports, and filing and maintaining financial records and accounts.
- Mastery of basic mathematics and operating standard office equipment, computer, receipting and endorsing machines.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Does not have lead responsibility and receives close to moderate supervision.
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**Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.**

Augusta Human Resources Department  
530 Greene Street  
Room 601 – Municipal Building  
(706) 821-2303 (706) 821-2867 FAX  
[WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV)

Augusta, Georgia Is An Equal Employment Opportunity Employer

The government of Augusta, Georgia is an Equal Employment Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, disabilities, marital status, pregnancy status, veteran's status or any other basis prohibited by federal, state or local law. We value and encourage diversity in our workforce.

Americans with Disabilities Act (ADA) and Section 504 Accommodations

Individuals with disabilities who need reasonable accommodations, in order to apply or maintain employment, should contact either the Augusta, Georgia Department of Human Resources at : 706-821-2303 or the internal Augusta, Georgia Equal Employment Opportunity (EEO) Office at: 706-826-4789

Questions, concerns or request for additional information regarding Equal Employment may be addressed through: EEO Office, 501 Greene Street, Suite #314 Augusta, GA 30901, Phone: 706-826-4789